If you are using a printed copy of this procedure, and not the on-screen version, then you <u>MUST</u> make sure the dates at the bottom of the printed copy and the on-screen version match.

The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.

Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ

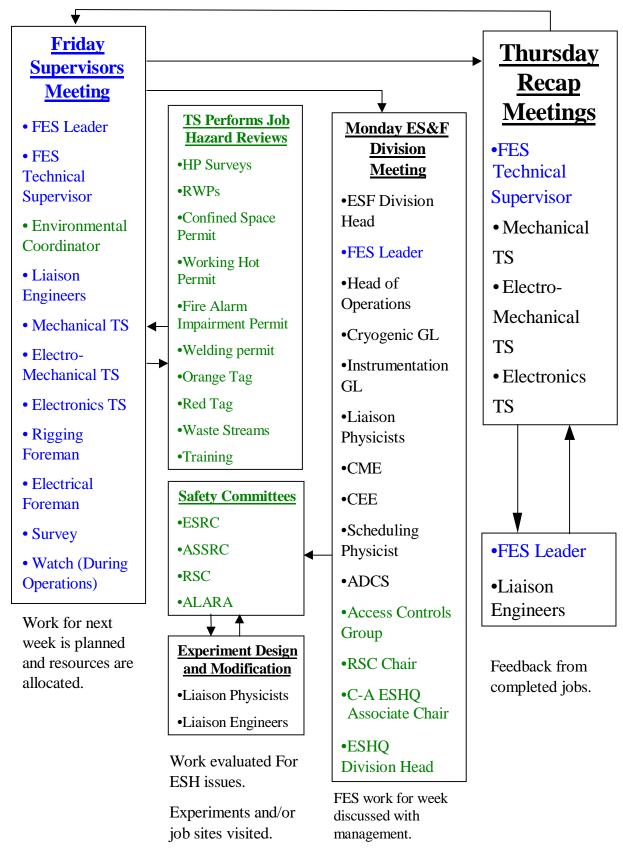
Training Office, Bldg. 911A.

C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

		ekly Meetings Diagrams		
C	-A OPM Procedu	res in which this Attach	nment is used.	
	2.28			
	<u>Han</u>	d Processed Changes		
HPC No.	<u>Date</u>	Page Nos.	<u>Initia</u>	<u>ıls</u>

E. Lessard



C-A ACCELERATOR DIVISION PLANNING

Tuesday Accelerator Division Management Meeting

- •Accelerator Division Head
- •Accelerator Physics GL
- •Linac GL
- •RF Systems GL
- •Pulsed Power GL
- •Mechanical Systems GL
- •Controls Section Head
- •Instrumentation GL
- •ESHQ Division Head
- •Facility Rep.
- •CME, CEE
- •Head of Operations

(MCR GL, Electrical Equip. Fab. and Des. GL, Mechanical Services GL)

Work for AIP, shutdown, R&D, operations and accelerator studies is planned. Work reviewed for progress since prior week. Resources are allocated.

Thursday Accelerator Division Supervisors Meeting

- •Maintenance / Work Coordinator
- •Linac TS

Head of Operations

- •Pulsed Power TS
- •Power Supply Systems TS

(Electrical Equip. Fab. and Des. TS)

- •Instrumentation TS
- •RF Systems TS
- •Maint./Ops Support TS
- •Mechanical Services TS
- •Beam Components TS
- •Vacuum TS
- •AD Radiological Control Coordinator
- Access Controls TS
- •Health Physics TS
- •C-A Head of ESHQ Division
- •C-A Environmental Coordinator

Work and progress during week is discussed. Routine maintenance and new system installation scheduled. Shutdown list generated.

AIP / GPP Projects

Head of Operations

•Project Physicists / Project Engineers

Safety Committees

- •ASSRC
- •ESRC
- •RSC
- •ALARA

TS Performs Hazard Review

- •HP Surveys
- •RWPs
- •Confined Space Permit
- •Working Hot Permit
- •Fire Alarm Impairment Permit
- •Welding permit
- •Orange Tag
- •Red Tag
- •Waste Streams
- Training

OPM 2.11 Accelerator Studies

Work evaluated For ESH issues by TSs.

Large projects are referred to safety committees.

Tuesday Users Meeting (During Operations)

- •Users
- •Accelerator Division Management, GLs, TSs
- •ESF Division Management, GLs, TSs
- •Controls Section
- •ESHQ Division

Feedback from Users. Airing of problems in operations, safety, beam line equipment, and accelerator controls.

Monday Systems Coordinators Meeting

- •Accelerator Physics GL
- •RF Coordinator
- •Linac Coordinator
- •Booster Coordinator
- •C-A Coordinator
- •RHIC Coordinator
- •Head of MCR
- $\bullet Instrumentation \\$
- •Power GL
- •Controls Section Head or Designate

Studies, schedule from a machine standpoint, technical help for operations, systems coordination

C-A BEAM COMPONENTS & INSTRUMENTATION GROUP

Friday Group

Meeting

- •Instrumentation GL
- •Instrumentation Technical Supervisor
- Engineers
- Designers

TS Performs Hazard Review

- •HP Surveys
- •RWPs
- •Confined Space Permit
- •Working Hot Permit
- •Fire Alarm Impairment Permit
- •Welding permit
- •Orange Tag
- •Red Tag
- •Waste Streams
- •Training

Long-term planning.

Technician assignments for jobs greater than 1 person-day.

Work reviewed for progress since prior week.

Next weeks manpower resources are allocated.

Monday Meeting

- •Instrumentation Technical Supervisor
- •Instrumentation Technicians

Monday ES&F <u>Division Management</u> Meeting

- Division Head
- •FES GL
- •Cryogenic GL
- •Instrumentation GL
- •Liaison Physicists
- •CME
- •CEE
- •Scheduling Physicist
- •ADCS
- •Access Controls GL
- •RSC Chair
- •C-A Associate Chair for ESHQ
- ESHQ Div. Head

Jobs assigned to technician staff.

Work evaluated For ESH issues by TS.

Job sites visited

Tuesday Accelerator Division Management Meeting

- •Accelerator Division Head
- •Accelerator Physics GL
- •Linac GL
- •RF Systems GL
- •Pulsed Power GL
- •Mechanical Systems GL
- •Instrumentation GL
- •Controls Section Head
- •ESHQ Division Head
- •CME, CEE
- •Facility Rep.
- •Head of Operations

Tuesday Users Meeting (During Operations)

- •Users
- •Accelerator Division Management, GLs, TSs
- •ESF Division Management, GLs, TSs
- •Controls Section
- •ESHQ Division

IG work for week discussed with management.

Thursday Supervisors Meeting

- •Maintenance / Work Coordinator
- •Linac TS
- •Pulsed Power TS
- •Power Supply Systems TS
- •Instrumentation TS
- •RF Systems TS
- •Maint./Ops Support TS
- •Mechanical Services TS
- •Beam Components
- •VVacuum TS
- •AD Radiological Control Coordinator
- Access Controls TS
- •HP TS
- *ESHQ Div. Head
- •C-A Environmental Coordinator

Orthogonal work and progress discussed among TSs

Current ESH issues discussed.

Collider-Accelerator Planning Meetings

Department/ Division Name:	Group Name:	Meetings and Frequency	ESHQ Staff Present (Yes or No)	Type(s) of Work Planning accomplished
Collider Accelerator Department		Monthly - Department Chairman and Project/Division Management	Yes	Roll-up status of Department operations and required actions.
	Booster Applications Facility Project	Weekly - Construction Bi-weekly Status	No	Project status review and planning
	70 MeV Cyclotron Project	Periodic	Yes	Design Review
	Spallation Neutron Source Project	Bi-weekly	No	Project status review and planning
	SNS Electrical Systems	Weekly	Yes	Project status review and planning
	SNS Accelerator Systems	Weekly	No	Project status review and planning
	SNS Mechanical Systems	Weekly - Group	Yes	Project status review and planning
Accelerator Division		Weekly	Yes	AIP, shutdown, R&D, operations, and accelerator studies planning/review/resource allocation
	Accelerator Physics	Weekly Coordinators Meeting- group	No	Studies/machine scheduling, technical help planning, and systems coordination
	• Collider	Daily (Commissioning) Daily (Shift/Shift Review)	No No	Status/Planning of daily tasks
	• Injectors	Weekly	No	Status/Planning of daily tasks
	• Operations Analysis	Daily - One on One	No	Status/Planning of daily tasks
	Vacuum Systems	Daily - Supervisors One on one – Technicians as required	No	Status/Planning of daily tasks
	Electrical Systems			
	Engineering	As Required	No	Status (Diagram of 1.1)
	Design	Weekly - one on one	No	Status/Planning of daily tasks
	Pulsed Power Systems	Bi-weekly - Group	No	Routine planning/status of tasks
	Equipment Production and Installation	Weekly - Group*	No	Status/Planning of daily tasks

Access Controls	Bi-weekly - Group*	No	Status/Planning of daily tasks
Booster/AGS Ring P.S. Systems	Weekly - Group	No	Status/Planning of daily tasks
Collider Electrical Power Supplies	Weekly - Group	No	Status/Planning of daily tasks
Magnet Protection	Meets with Collider Electrical Group	No	Status/Planning of daily tasks
Machine Operations			
Main Control Room	Monthly with Group (Frequency does not apply when machine is running)	No	Status/Planning of daily tasks
Maintenance	Weekly (Accelerator Division Supervisors Meeting)	Yes	Accelerator Projects, Daily tasks
RF &			
Instrumentation			
RF Systems	Bi-weekly - whole Group twice per week - C-A RF Group	No	Status/Planning of daily tasks
HF Instrumentation	Daily - One on One	No	Status/Planning of daily tasks
Mechanical Systems			
• Engineering	Monthly - Group	No	Status/Planning of daily tasks
Collider Mechanical	Daily, TS & Group	No	Status/Planning of daily tasks
• Design	Daily - Group	No	Status/Planning of daily tasks
Cryogenic Systems	Weekly - Group	No	Status/Planning of daily tasks
Beam Components & Instrumentation	Weekly - Group Daily - Supervisors	No	Status/Planning of daily tasks
Preinjectors			
• Linac	Weekly - EBIS Group Daily - Linac Group	No	Status/Planning of daily tasks
• Source	Weekly - EBIS Group Daily - Linac Group	No	Status/Planning of daily tasks
• Tandem	Daily Shift Changes (2) - Operations personnel Monthly Safety Mtg - Group	No Yes	Shift Review/planning
	As Required - Eng. Group	No	

Experimental Support & Facilities Division		Weekly	Yes	Status/Planning of daily tasks
	Facilities & Experimental Support	Weekly - All Liaison Engineers	Yes	Status/Planning of daily tasks
	Engineering	Weekly - Group	No	Status/Planning of daily tasks
	• Survey	Weekly - Group	No	Status/Planning of daily tasks
	Power Distribution	Weekly - Group	No	Status/Planning of daily tasks
	Water Systems	Daily - one on one Daily - Supervisor & group	No	Status/Planning of daily tasks
	Mechanical Services	Daily - Supervisors (first and second line) Daily - Group	No	Status/Planning of daily tasks
	 Electrical Services 			
	Collider Accelerator Support	Weekly - Group Weekly - Supervisors	No	Status/Planning of daily tasks
	Physics Support	Three to six times per year as needed for proposals and special topics; many informal meetings		
	Communications & Electronic Support	Weekly	No	Status/Planning of daily tasks
Controls Division		Bi-weekly	No	Status/ planning of tasks
	Software	Weekly - One on One	No	Daily tasks, status/ planning
	Systems	Weekly - One on One	No	Daily tasks, status/ planning
	Applications	Weekly - One on One	No	Daily tasks, status/ planning
	Hardware	Weekly - One on One	No	Daily tasks, status/ planning
Administrative Group				
	Administration	Daily - One on One	No	Daily tasks, status/ planning
	Budget/Finance	Daily - One on One	No	Daily tasks, status/ planning
	Project Management	Daily - One on One	No	Daily tasks, status/ planning
	Facilities	Daily - One on One	No	Daily tasks, status/ planning

ESHQ/QA Division		Daily - One on One	Yes	Daily tasks, status/ planning
	ES&H Coordinator	Daily - One on One	Yes	Daily tasks, status/ planning
	Environmental Protection	Daily - One on One	Yes	Daily tasks, status/ planning
	Safety Engineering	Daily - One on One	Yes	Daily tasks, status/ planning
	Training & Procedures	Daily - One on One	Yes	Daily tasks, status/ planning
	Quality Assurance	Daily - One on One	Yes	Daily tasks, status/ planning
	Radiation Control	Daily - One on One	Yes	Daily tasks, status/ planning